

POLICY

Staff in residential juvenile justice facilities must conduct visual checks of youths when in their rooms at staggered intervals not to exceed 15 minutes.

PURPOSE

To ensure that staff effectively, efficiently and accurately maintain safety, security and accountability for youths in their rooms.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Facility director and direct care staff.

PROCEDURE

Each facility must develop and implement a written procedure for the conduct and documentation of room checks. The procedure must contain the following requirements:

Frequency

Staff must conduct room checks when youths are in their rooms for any reason. Staff performing room checks must perform a visual check of the youth; staff must see or hear some indication that the youth appears safe. Such indication may be signs of breathing, skin tone, movement, snoring, or other reasonable indicator.

Staff must complete room checks at uneven intervals no longer than 15 minutes apart or at shorter intervals as directed by supervision.

Note: Room checks of youths are not required when the time in the room is expected to be less than 15 minutes. However, staff must ensure youths are appropriately supervised. Checks must be conducted when the time in the room exceeds 15 minutes.

Youth Coverage

Room checks must be conducted in a way to account for each resident youth.

Video monitoring may be used as an additional way to monitor youths but the room check must be performed using direct staff line of sight.

Staff conducting room checks must remain alert to security or safety issues, document any unusual activity or observations noted in the facility logbook, take appropriate corrective actions, and report these to their supervisor.

Staff must remain alert to any available sounds that may indicate a youth in distress or requiring assistance.

In cases where a youth is temporarily not in the room, staff must document the youth's full name, the reason, and the time range when the youth was out of the room.

Documentation

Staff must document room checks electronically, on facility-approved room check forms, or in a facility log.

When using room check forms, documentation must include the legible initials and name of the staff conducting the room check and the time the room check was completed.

When using a room check form or facility log, checks may be documented on a room-by-room basis or by considering the rooms in a living unit as a group. All occupied rooms must be checked, checks must be staggered, and intervals must not exceed 15 minutes or shorter intervals as otherwise specified by supervision.

Problems in complying with room check requirements must be documented in the facility log and promptly reported to supervision.

Note: Preprinted times on room check forms are not allowed.

Supervisors must periodically monitor staff conduct of room checks and review room check documentation to ensure that checks are conducted properly.

AUTHORITY

Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a(1)(l)